



**STATE OF NEVADA**  
**Nevada State Board of Massage Therapists**  
**111 W. Telegraph St., Suite 200**  
**Carson City, Nevada 89703**

**Governor Kenny Guinn**

**MINUTES**

August 7, 2006, 1:30 pm

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**BOARD MEMBERS**

Reagan Alexander  
Karen Sartell\*  
Billie Shea\*  
Joe Cracraft\*

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**BOARD MEMBERS:**

Paula Spradling\*  
Michelle Viesselman\*  
Deborah Wenig\*  
Linda White \*

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\*Present

**LOCATION:**

Nevada Department of Justice  
Office of The Attorney General  
100 North Carson Street  
Carson City, Nevada 89701

**VIDEO CONFERENCE LOCATION:**

Grant Sawyer State Office Building  
Attorney General Conference Room 4500  
555 E. Washington Ave  
Las Vegas, Nevada

1. Roll call/Introduction of Board Members  
Reagan Alexander was absent. All other members were present.
2. Discussion/Approval on Board Minutes from Prior meeting  
Joe Cracraft proposed, and Michelle Viesselman seconded, that the minutes from the prior meeting be approved as written. The minutes were unanimously approved.
3. Update of applications received for the position of Executive Director
  - a. Introduction of possible job candidates present
    - i. Shane Marquardt
    - ii. Melissa Mendoza
    - iii. Conrad Frederickson
    - iv. Lee Buchholz
    - v. Lorrie Adams
    - vi. Shelly Gall
    - vii. Lisa Cooper

Billie Shea announced that she had received three more applications for the position of Executive Director. Two of the new candidates were present, Lee Bucholtz and Lisa Cooper, and they were introduced to the Board. The Board will have formal interviews on August 21, 2006. The Board discussed the logistics for the meeting and decided that they would like to spend about 30 minutes with each candidate and they would begin the all day meeting at 10:00 am. Joe Cracraft suggested that all candidates be asked the same questions and stated that he would prepare some questions and send them to the Board for review. He suggested that the Board plan to spend about fifteen minutes before meeting candidates to select and order the questions each candidate would be asked. The Board agreed with his suggestions.

4. \* List of massage license applications received by the board
  - a. Licenses approved and authorized by the chair
  - b. Under review for board approval or more information

Billie Shea referred the Board to the current list of massage therapists who have been licensed by the Board. There were no individual applications that needed full Board review at this time.

5. Financial Report (bank balance, expenditures, outstanding bills) and decision on which bills to pay - Karen Sartell

Karen Sartell referred the Board to the financial reports. She informed the Board that Billie Shea is paying bills directly as supplies are bought rather than paying with her own funds and then being reimbursed. She reviews the expenses with Karen Sartell. The Board will be informed of these purchases via the financial reports. Michelle Viesselman proposed, and Deborah Wenig seconded, that the Financial Report be accepted. The Board unanimously approved the report.

6. Discussion/possible decision on "letter of understanding" from the cities to reduce the need for the "previous criminal history background investigation" form used in the application for currently licensed massage therapists.

Discussion/possible decision on the application packet for new licensees

- a. approval of the complete application packet

Billie Shea reported that she had received a letter of understanding from Clark County. She asked the Board to review the letter. Clark County reported that their procedure is to do a criminal background check on all applicants. Billie Shea recommended that the Board accept this letter of understanding. If the Board accepts this letter of understanding, then the applicants do not have to process the criminal history form.

Linda White reported that the Reno Board is not signing off on the criminal history form. The Reno Board is interested in writing a letter of understanding. However, for now applicants are able to go to the Reno Police Department at 255 E. Second Street to the department that issues police cards, and they will sign off on the criminal history form.

The Board agreed to accept the Clark County letter of understanding and agreed that Billie Shea should send a copy of the Clark County letter of understanding to Reno for informational purposes so that the Reno Board would be aware of how other jurisdictions have handled the criminal history form.

The Board then discussed the new applicant package. Karen Sartell said overall the application looked great but suggested that some inconsistencies be corrected. All forms should refer to the proper name of the Board. Nevada State Board of Massage Therapists and Board should be capitalized. She also expressed concern regarding the request for transcripts to be sent directly from the school. She asked what would happen if the school went out of business? In those instances the applicant would provide an explanation as part of the application and the application would be on the agenda for the next Board meeting.

Deborah Wenig proposed that the application for new massage therapists be accepted and Linda White seconded the motion. The Board unanimously approved the motion. The application will be ready to distribute and posted on the web in two-three weeks.

7. Discussion/possible decision on initial language of regulations to be sent to Legislative counsel Bureau for review
  - a. Continuing Education Requirements
  - b. Sanitation and hygiene recommendations

- c. Requirements for any practical, oral or written exam including a passing grade for exam(s).
- d. Establish the period within which the board or its designee must report the results of the investigation of an applicant

The Board reviewed each proposed administrative code. In some instances, the code was read and critiqued sentence by sentence. Billie Shea and Karen Sartell kept track of the changes. Billie will re-write the administrative code and review the changes with Karen. The revised code will then be sent to the legal department and distributed for informational purposes to the Board.

8. Future agenda items

The next meeting will focus on the candidates. The agenda items are interviewing the candidates, making a decision and proposing future agenda items for the next call.

9. Discussion/possible decision on setting date and time for next meetings

The next meeting will be held on August 21, 2006 at 10:00 am.

10. Public Comments

Johan Voltz – He asked if new massage therapy school graduates could be exempt from the continuing education hours for the first year after graduation. The Board agreed that this was reasonable and they would take this into consideration in writing up the administrative code. He had additional questions and it was suggested that he call the State Board phone number at 775-220-8775.

Shane Marquardt – He asked if the candidates could be assigned to a specific time slot so that they did not have to spend all day waiting to be called in for an interview. The Board agreed to schedule the candidates.

11. Adjournment

The Board adjourned at 4:20 pm.